

TOWN OF CAPE ELIZABETH MINUTES

MEETING: School Building Advisory Committee
DATE: Thursday, October 5, 2023
TIME: 6:30 P.M.
PLACE: Town Hall, Town Council Chambers

This meeting will have a hybrid option. To join this meeting virtually, please use the following links provided below:

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1. Welcome/Introductions

2. Roll Call

- ☐ Present: Chair Penelope Jordan, Chair Cyntia Voltz, David Andrews, Corinne Bell, Larry Benoit, Patrick Cotter, Gretchen Noonan
- ☐ Staff: Dr. Christopher Record, Superintendent, Matthew Sturgis, Town Manager
- ☐ Consultants: Brian Hromadka, Chuck Adam, Mike Ensminger, HEERY, Turner and Townsend
- ☐ Absent: Michael Hussey, Caitlin Sweet

3. Approval of Minutes from Previous Meeting

- ☐ Patrick Cotter moved to approve, no objection

4. Public Comment

- ☐ None

5. Reports and correspondence

- ☐ Chair Voltz provided an update on facilities planning and an update the School Board received from facilities director Dave Bagdasarian
- ☐ Chair Voltz and Chair Jordan commented on the prior evening's joint workshop with the School Board and Town Council. Both commenting that the meeting went very well and was well received.

6. Owner's representative project status report

- ☐ Brian Hromadka provided a monthly summary of the schedule, budget, progress, issues, and all of the meetings attended and prepared for by the owner's representative team.
- ☐ Getting the architect and communications plan onboard and next step will be financial planning and the education plan.
- ☐ The public forum was a success, over 30 in attendance and over 30 attended online.
- ☐ Project activities were reviewed, including the committee work and owner's representative work.
- ☐ Architect selection is anticipated to be confirmed next week at the Council and School Board meetings.
- ☐ An overview of the last month's efforts was performed and a preview of the plan for the coming month was also reviewed.
- ☐ A planned public forum will be scheduled in mid-November.

7. Committee discussion and analysis of the voter survey results

- ☐ Chair Jordan asked if the committee could hold the discussion on October 19, as both Caitlin Sweet and Michael Hussey could not attend this evening, and are very involved in the discussion of this item.

8. Update by communications subcommittee

- ☐ **Action to take regarding communications consultant**
- ☐ **MOTION: To Gretchen Noonan to endorse hiring CESO as the communications consultant, SECOND: Cindy Voltz, MOTION PASSED 7-0.**
- ☐ **Planning for the Architecture Firm Public Forum**

9. Education plan update by Dr. Record

- ☐ Dr. Record provided an update of the education planning for the facility. It is anticipated to be delivered to the School Board in October and to the SBAC in November.
- ☐ An education plan will evaluate the facility from the outside through the interior functionality and how that works as a part of delivering the educational program, how it allows the mission to be accomplished, and includes security concerns and accomplishing those goals as well.

10. Public Comment

- ☐ None

11. Adjourn

- ☐ Meeting adjourned at 7:38 pm.

Upcoming Meetings

October 19, 2023

6:30 P.M.

Town Council Chambers